

EAGLE CHARTER SCHOOL - BOARD MEETING DRAFT MINUTES

THURSDAY, Jan. 16, 2020 - 6:15 PM
999A LOCUST ST NE - SALEM, OR 97301
Minutes Taken By - Madison Mooney

I. Call to Order at 6:15 p.m. S. Priem

A. Madison Mooney Taking minutes

II. Roll Call – S. Priem: All board members present: Bill, Ali, Cyrstal, Randy, William, Shannon

III. Approve Agenda for Jan. 16 Meeting – Priem

- A. Elect vice chair, added to Shannon Priem report.

IV. Public Comment – Priem

- A. No public comment to be filed

V. Oral Reports:

a. Chair’s Report –

It is our privilege to administer the oath of office for two new board members: Bill Klein, Randy Mooney.

- A. Introduce Randy Mooney and Bill Klein. Administer oaths of office to Randy Mooney and Bill Klein.
- B. Shannon Priem states, “It is our privilege to administer the oath of office for two new board members: Bill Klein, Randy Mooney.”
- C. Randy Mooney repeats oath given by Shannon Priem. Sworn into oath.
- D. Bill Klein repeats oath given by Shannon Priem. Sworn into oath.
- E. Next, consider Vice Chair Position. William Andersen nominated by Randy Mooney, second by Bill Klein. All in favor. Motion passes..
- F. Allison, Secretary.
William, Vice Chair.
Crystal, Treasurer.
Shannon, Board Chair

b. Treasurer’s Report - C. Matti: Finance statement, investment fund.

- A. Quickbooks, inaccurate Quickbooks balance sheet.

Shannon Priem asked that the board packet be prepared ahead of time for viewing.

- B. Minutes signed by secretary. Check with the secretary of state. Secretary of State being contacted.
- C. Brokerage account. Shannon Priem needs to be added. Approve minutes from Nov., Dec. Approved documentation from Shannon Priem to sign.

NOTE: SP moving our building fund to an interest account. 1-3% approx.

c. Principal’s Report – M. Ballance

- A. Introduces and welcomes audit reports.
- B. Dr. Ballance gives a thank you to the school board for all of their service. January we celebrate “Board Appreciation Month”

i. ODE Charter Update (February)

- A. Postponed ODE presentation to February 20th. Expected to be around the same time frame.
- B. RSVP to EAGLE office to notify ODE of attendance due to a small presentation room.

ii. Regular updates, personnel, custodial service change

- A. **Staffing- Larry Linebaugh, PE teacher.** Consented to SUB before official hire date. Three strong interviewees.
- B. Last month SKSD filled the LRC IA position. Current open LRC IA position due to resignation of former IA due to health related reasons.
- C. Ask BOD to consider creating a policy regarding when an employee may move up on the pay scale upon completing credits for a higher degree. We currently are lacking any policy related to this matter.
- D. Regarding Personal Time Off, there are no restrictions or guidelines when an employee uses PTO. In addition, there is no policy right now in an employee's agreement regarding PTO before resignation.
 - i. Shannon Priem confirms we have not had a policy of PTO and questions if a lack of policy has been a problem in the past.
 - ii. Shannon Priem questions if this would relate to an OSBA policy or if the would fall under an HR policy. OSBA policy- would this fall under the guidelines. HR policy.
 - iii. William Anderson questions a "clawback" policy.
 - 1. Dr. Ballance states that employee agreements are not a contract. These agreements need stricter guidelines
 - iv. Crystal Matti suggests to run employee contract by lawyer
 - 2. Shannon Priem agrees.
 - 3. Dr. Ballance will send out a draft by March 15th of a contract.
- E. Subs needed. Shared the requirements of a sub.
- F. Facilities- Currently have three different custodial bids. Currently our custodians clean 3x week. Current custodial service lacks improvement. If custodians don't meet next performance review standards Dr. Ballance will break the contract. No penalty or restriction for breaking contract.
- G. Attendance 143. Correction 142 by Madison Mooney.
 - a. William Anderson, questioned lottery process and waiting list
 - b. Shannon Priem donating face masks. Handing out face masks.
- H. MICRO businesses are doing well.
 - a. The board is welcome to come anytime to observe MICRO.
 - b. Winter diagnostic in January.
 - c. Winter STEAM activities. Tied into PBIS.
 - d. Parent Night in December was canceled.
 - e. OSBA Shannon Priem- Mandatory Reporters
 - i. Short online training. 5:00 and 5:30 Tuesday night prior to the Parent Club Meeting.
 - ii. *Dr. Ballance shared information about what being a mandatory reporter entails.*
 - f. February is Suicide awareness and mental health month .
 - g. No field trips to report
 - h. Safety- Lice. More information about lice will be sent with students as reminders of prevention and treatment.
WA- questions if lice is the reason for seclusion to school. Dr. Ballance reassures that it is not and provides information as to why.
 - i. Additional consideration. Audit review presented by Peter. Lottery Application for the 2020/2021 school year will be available at the end of January.

d. Parent Club Report - Melinda Watson

- a. Next Parent Club Meeting, January 21st.
- b. Upcoming events - McTeacher Night, School Dance.
- c. Nothing additional to report.
- d. Account balance currently is \$3,972.56 .

VI. New Business

a. Approve minutes from Dec. 29, 2019 meeting – All

- i. Allie Drieschmeyer- correction Mrs. Adams. Principals Oral report, staffing *not* being changed to *now* . Balance to Ballance.
- iii. Bill Klein motion to approve , second Randy Mooney. All in favor. Motion approved.

b. ODE Financial Audit/Corrective Action Plan --M. Ballance . Audit report presented by Peter.

- iv. Peter presents a summary of the 2018/2019 Audit report. States that in 2017/2018 the books were unorganized. The corrective action plan states that internal controls on payroll, cash processes, and book organization need to improve. Notes that the second half of 2018/2019 books were more organized but still needing improvement. Peter suggests continuing creating stricter processes and organization related to finances. Peter continued to discuss previous areas of concern that were presented in the Audit Report. Peter suggests that the BOD have a monthly financial statement that would be approved. Continues to relay more suggestions on how to improve books. In summary Peter stated that internal control processes are needing additional improvement although they have improved over the past year.

c. Technology Needs Forecast – Austin Robbins

- i. Austin Robbins presents an 8-year tech plan listing three different options.
- ii. Noted that past technology plans were “templates” not suited to Eagle; we’re currently spending a lot of money fixing or replacing current technology due to a lack of life cycle plan.
- iii. Notes that EAGLE is known for being a 1-1 school relating to technology. Continues to express the importance of having a strict, proper technology plan.
- iv. Presents and explains the three different options listed in the technology plan.
- v. Board reviews- William Anderson asks clarifying questions regarding the different Tech Plans presented. Affirms that in the Tech Plan presented it includes all Student devices, Staff devices. Classroom support. Total Support annual cost (phone systems, website, mobile device management, microsoft office).
 - a. William Anderson - proposes if EAGLE could use iPads rather than chromebooks due to the issue of chromebooks becoming unsupported overtime.
 - b. Austin Robbins adds that iPads would provide flexibility and we would save on our overall budget.
 - c. Dr. Ballance adds from an educational point of view that the only concern would be iPads don’t support software for SBAC testing. But proposes an option of having one classroom set of chromebooks for testing requirements.
 - d. Shannon Priem states to put review of revised Tech Plan on agenda for February to review again.
 - e. Suggested by Shannon Priem that the budget committee consider and review tech plan.

VII. Old Business

a. OSBA contract status – Shannon Priem

- i. Signed contract.
- ii. Pay 2018/2019 bill from OSBA.
- iii. Note that this fee is not in EAGLE’s current budget.
- iv. Agreement to update policy book. By law needing to be done.
- v. Approve \$3,000 - \$3,500 plus specialist mileage.
 - a. BOD states to look into where we can pull this money from
 - b. William Anderson questions if EAGLE has a budgeted contingency fund.
 - c. Dr. Ballance states that EAGLE lacks a contingency fund to previous fraud reports.

vi. William Anderson **ll board member present:** Shannon, Bill, Ali, Crystal, Randy, William Move budget proposal up to \$4,000 to contract with OSBA, Allie Dreischmeyer second. All in favor. Motion passed.

VIII. Executive Session pursuant to ORS 192.660(2)(B) to review personnel, legal issues.

IX. Adjournment

- a. Crystal Matti moved, William Anderson seconded to adjourn. Motion passed. Meeting adjourned at 7:57 PM

Next Board Meeting: Feb. 20, 2020 at 6:15 PM at 999A Locust St. NE Salem OR 97301